



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

POLICE RECORDS TECHNICIAN I

Division: Support Services

Section: Records

Pay Grade: 108

FLSA Status: Non-Exempt

Classification: Full-Time

Updated On: February 2021

JOB SUMMARY

This **non-critical** position involves complex work methods and procedures within the Records Management Section of the Charles County Sheriff's Office. The employee receives supervision from, and reports directly to, the **Police Records Supervisor, Records Management Section, Support Services Division**. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

- Operates the computer to recover and store records according to written policy and procedures to include validations of such records that are entered into NCIC/METERS and UCR/NIBRS .
- Assists with processing written requests / subpoenas for police/accident reports from citizens, insurance offices, lawyers, etc.
- Processes video recordings request produced by officers and manage the security, control, and retention of those recordings to include evidentiary procedures, monitors and advises supervisors of any program recording issues. Assist with training co-workers.
- Assists with distribution of police reports in relationship to legal concerns and compliance with the Maryland Public Information Act and other related laws.
- Files, maintains, and retrieves police records.

- Maintains all arrest records, criminal case files, and Agency documents within the Records Management Section.
- Reviews, imports, maintains and codes Incident/Supplement and Offense/Incident reports, as assigned.
- Assists with the processing of various reports, as assigned.
- Maintains fax machine, sends, retrieves, and route incoming faxes.
- Answers telephones and respond to callers, as needed. Forwards calls to the appropriate person or take accurate messages.
- Receives, sorts, and routes mail for all Agency divisions. Secures proper postage on outgoing Agency mail.
- Assists Records Supervisor in identifying and resolving system problems before they impact the data processing schedules.
- Welcomes on-site visitors, determines the nature of business, and announce visitors to appropriate personnel when Receptionist is not available.
- Reviews and retrieves archived reports from digital hard drives and from the off-site storage facility.
- Attends and participates in training sessions and other meetings, as required.
- Writes supplements when stolen property have been recovered in other jurisdictions.
- Assists States Attorney's Office with requests for obtaining items for the discovery process. Forwards requests to the appropriate person if Records Management does not keep items.
- Assists, reviews, maintains and complete expungement orders.
- Receives and handle record checks from the appropriate qualifying agencies.
- Maintains accuracy in property and missing person records that have been entered into NCIC/METERS and UCR/NIBRS .
- Reviews, imports and maintains police issued citations.
- Reviews, imports, distributes and maintains accident reports.
- Processes requests for officers' dash camera footage.
- Assists to order, receive and stock office supplies.
- Cross-trains regularly on various records duties.
- Assists Records Supervisor with maintaining the Records SOP and Retention Schedule with duties assigned, expunge records as needed.
- Attends training sessions for certification purposes
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). One (1) year of related work experience.

Licenses or Certifications:

- Must possess a valid driver's license.
- Must have the ability to become certified in CJIS and UCR/NIBRS.

Special Requirements/Qualifications:

- Must become certified by the Criminal Justice Information System (CJIS) and you need to re-certify every two (2) years.
- Must have a Certification in CJIS, NCIC and UCR/NIBRS.
- Must maintain certification in METERS/NCIC/NLETS and be prepared to send hit confirmations and/or messages.
- Must be certified by the Criminal Justice Information System (CJIS) for access into the State and federal computer networks.

- Must pass a typing test at a minimum speed of 40 words per minute.
- Must pass various computer and clerical skills tests, to include spelling, grammar, and data entry tests.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of business English, spelling, and punctuation.
- Knowledge in the use of office equipment such as computers, postal machines, scanners, printers, calculators, power-driven filing system, audio equipment, fax, and copy machines.
- Ability to successfully complete Uniform Crime reporting training.
- Ability to retrieve reports from storage located in other buildings.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to respond to inquiries in a courteous manner, providing information within the scope of knowledge or referring the question to an employee of a higher classification.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of reading computer screens and be able to distinguish colors. Must be able to climb a step stool or stoop down to reach file drawers just above or below arm level; sit for prolonged periods of time, answering the telephone, and operating computer equipment; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions.